

Minnesota Housing Reporting Requirements for Developments with Long Term Homelessness Units

The following information applies only to developments that have been financed with Minnesota Housing Long Term Homelessness funding sources, such as PARIF, Challenge, Low Income Housing Tax Credits, LMIR first mortgages, POPSH, 501(c)(3) loans, HTF-LTH, ELHIF and other deferred loan products.

Minnesota Housing requires owners of occupied developments with funded Long Term Homelessness (LTH) units to report annually to Minnesota Housing on the operations of the property, utilize Minnesota Housing verification of long term homelessness forms, and collect and report participant information in Minnesota's Homeless Management Information System (HMIS).

Monitoring and reporting requirements will be coordinated by the housing management officer assigned to the property.

Reporting requirements and deadlines are outlined below, along with information on the location of forms and reporting tools on the Minnesota Housing website.

Where to find reporting forms and completion instructions on Minnesota Housing's website:

Minnesota Housing website: <http://www.mnhousing.gov/>

Supportive Housing forms: http://www.mnhousing.gov/housing/developers/loans/MHFA_000465.aspx

1. Long Term Homelessness Verification/Certification forms:

- The forms are located in the Supportive Housing Forms, Management and Compliance section of the Minnesota Housing website at: http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa_002405.rtf

2. Data entry and reporting in HMIS:

- Information on HMIS reporting is found on the Minnesota Housing website in the Program Guides, Compliance & Servicing section, under Long Term Homeless Reporting, within the Supportive Housing section under Reporting requirements at: http://mhfa-cms/idc/groups/multifamily/documents/document/mhfa_006444.pdf
- Additional information about HMIS data entry, forms and instructions can be found at: <http://www.hmismn.org/forms/LTH-MFHA.php>

3. Supportive Housing Property Assessment:

- Completion of the required assessment questionnaire will need to be done by both the property manager and the service provider at the survey link below:

<http://quest.cvent.com/v.aspx?3B%2cQ3%2cfb9e7bc8-3172-4e3c-821f-9c8765695cc6>

4. **Deferred loans - Year End Financial:**

The instructions below are for agency funded developments that do not have a 1st mortgage.

- A copy of year-end financial statements must be submitted for the most recent fiscal year-end and must satisfy one of the following and are preferred in this order:
 - Provide a copy of another funder's audit, compilation or review. **This is required if you already have to comply with another funding entity's requirements.**
 - Or**
 - At the time of your Management Review, inform the Housing Management Officer if another funder's audit, compilation or review is not available and you will be given instructions on how to proceed.

5. **Other Programs - If you have sources of funding other than above, then you must comply with Minnesota Housing's applicable program guides and requirements for that program including financial reporting.**

- Program guides are located on the Minnesota Housing website in the Developers, Owners section under Program Guides, Compliance and Servicing at: http://www.mnhousing.gov/housing/servicing/MHFA_004834.aspx

Please contact the housing management officer assigned to the property with any questions about the reporting requirements for units funded to serve households experiencing long term homelessness.